



MONROE CITY COUNCIL

Regular Business Meeting
Tuesday, May 12, 2020, 7:00 P.M.
Zoom Online Meeting Platform

Mayor
Geoffrey Thomas

Councilmembers
Ed Davis, Mayor Pro Tem;
Patsy Cudaback; Kevin Hanford;
Jason Gamble, Jeff Rasmussen;
Kirk Scarboro, & Heather Rousey

DRAFT MEETING MINUTES

All items on the May 12, 2020 agenda were deemed necessary and routine in accordance with the Washington State Office of the Attorney General's updated Open Public Meetings Act general guidance regarding the COVID-19 event.

CALL TO ORDER

1. Virtual Participation Information

The City Council meeting was held virtually via Zoom Meeting. Due to the COVID-19 crisis, and OPMA guidance issued by Governor Jay Inslee, in-person attendance is not permitted at this time.

The meeting was called to order by Mayor Thomas at 7:02 p.m.

ROLL CALL

Councilmembers Present:

Davis, Cudaback, Hanford, Gamble, Rasmussen, Scarboro, and Rousey

Staff Present:

Pfister, Knight, Hasart, Jolley, Marrero, Swanson, Warthan, Roberts, Farrell, Huebner, Peterson, Christian, and City Attorney Zach Lell

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilmember Rousey

PUBLIC COMMENTS

There were no comments from the public.

CONSENT AGENDA

1. Approval of the Minutes: April 28, 2020, Regular Business Meeting
2. Approval of AP Checks and ACH Payments
3. Approval of Payroll Warrants and ACH Payments
4. AB20-065: Resolution Authorizing RCO Grant Application for North Hills Acquisition (M. Farrell)
5. AB20-066: Resolution Authorizing the use of Digital and Electronic Signatures (B. Hasart)

Councilmember Rasmussen moved to approve the consent agenda. The motion was seconded by Councilmember Scarboro. The motion carried 7-0.

NEW BUSINESS

1. AB20-067: 2020 Budget Assumptions Related to COVID-19 (Discussion Only) (B. Hasart)

Finance Director Becky Hasart gave a summary of the City's response to COVID-10 and highlighted twelve (12) assumptions made regarding impacts to the General Fund revenues; where appropriate also pertaining to other city funds. Ms. Hasart reviewed excerpts from the WA Economic and Revenue Forecast Council related to expectations for COVID-19 economic impacts; and detailed a potential \$1,000,000 budget shortfall.

Discussion ensued related to the following topics: shifts in industry dynamics; recovery process; ways to decrease expenditures; and the Mayor's emergency executive order related to expenditure limits.

Ms. Hasart will update the Council in June or July when there is a clearer picture of the impacts.

2. AB20-068: Economic Development Advisory Board Recommendations for City Small Business Stimulus (Discussion Only) (D. Knight)



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City Administrator Deborah Knight followed up on Ms. Hasart's presentation and commented on upcoming budget adjustments and priorities.

Ms. Knight introduced Management Analyst Rich Huebner, who provided a summary of state and federal programs enacted to support small businesses; and the Coronavirus Aid, Relief and Economic Security (CARES) Act; efforts by the city's Economic Development Specialist James Palmer; the Monroe virtual town hall; and grant and loan funding available to small businesses.

Mr. Huebner presented initiatives recommended by Economic Development Advisory Board (EDAB). Council engaged in discussion regarding financial impacts and the recommendations; and came to the following consensus:

1. Staff gift cards: no objections
 2. Utility late fee waiver: no objections
 3. Waiver of mandatory solid waste disposal service for commercial accounts: continue until the Governor's Stay Home/Stay Healthy order expires, instead of a contract amendment.
 4. Proclamation urging Governor to enact a moratorium on commercial evictions: Council requested additional information from staff before issuing a proclamation or resolution.
3. AB20-069: Unmanned Aircraft Systems Policy (J. Jolley)

Police Chief Jeffery Jolley provided background on AB20-069, and led Council through a PowerPoint presentation highlighting the following topics:

- Drone program background
- Drone use guidelines
- Deployment
- Regional drone programs
- Prohibited uses
- Practical uses

Discussion ensued related to the following topics: flight documentation; cost and funding; training; and next steps.

Chief Jolley will include drone use in upcoming monthly reports.

4. AB20-070: Ordinance: Floodplain Regulations, First Reading (B. Swanson)

Senior Planner Anita Marrero provided background information on AB20-070, and led Council through at PowerPoint presentation highlighting the following topics:

- Floodplain regulations
- FEMA deadline
- National Flood Insurance Program (NFIP)
- Flood Insurance Rate Maps (FIRMs)
- Code changes
- Planning Commission discussion
- Recommended action

Councilmember Rousey moved to accept as first reading Ordinance 004/2020, amending Chapter 14.01 MMC, Flood Hazard Area Regulations; updating floodplain regulations in order to reflect current Federal and State law; setting forth legislative findings; providing for severability; and establishing an effective date. The motion was seconded by Councilmember Davis. Motion carried 6-0-1 with Councilmember Scarboro abstaining in order to get additional information from staff.

COUNCILMEMBER REPORTS



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Councilmember Hanford commented on the option to virtually raise hand via phone by dialing *9.

Councilmember Scarboro reported that he will be absent on June 2, 2020.

Councilmember Gamble reported that he will be attending the Snohomish County Economic Advisory Board meeting on May 15 and will provide Council with an update at the next meeting.

Councilmember Gamble commented on community and business support for the class of 2020 seniors.

STAFF/DEPARTMENT REPORTS

1. Parks & Recreation (M. Farrell)

Parks & Recreation Director Mike Farrell provided an update on the department's COVID-19 response actions; and answered questions from Councilmembers Cudaback and Hanford.

2. Police Department (J. Jolley)

No comments.

3. Public Works (Brad Feilberg)

No comments.

MAYOR/ADMINISTRATIVE REPORTS

1. City Administrator Update (D. Knight)
 - 2020 End of Legislative Session Report

Ms. Knight noted the materials provided in the agenda packet; and commented on the upcoming human services agenda items.

2. Mayor's Update/Monroe This Week (May 8, 2020, Volume 6, Edition 17)(Mayor Thomas)

Mayor Thomas noted the materials provided in the agenda packet and reported on the upcoming legislative special session; and noted staff will work with AWC to advocate for small businesses.

EXECUTIVE SESSION

1. To discuss, with legal counsel, potential litigation pursuant to RCW 42.30.110(1)(i)

Mayor Thomas noted the need for an executive session and read the following statement: the City Council will now convene an executive session for the purpose of discussing potential litigation with legal counsel. The executive session will last until 9:05 p.m., after which the Council will not take any additional open session action. For purposes of the executive session, the Council will terminate the current, publicly accessible Zoom meeting and will join a new Zoom meeting, the dial-in information for which has been separately provided to the Council Members. Both the current, publicly accessible Zoom meeting and the executive session Zoom meeting are each part of the same regular City Council meeting. I will notify the City Clerk when the executive session has ended so she can enter that information in the official minutes.

I will now entertain a motion that the regular City Council meeting shall be deemed adjourned at 9:05 p.m., or when the executive session Zoom meeting has been terminated, whichever occurs first.

Councilmember Scarboro moved to adjourn the meeting at 9:05 p.m., or when the executive session Zoom meeting has been terminated. The motion was seconded by Councilmember Rasmussen. The motion carried 7-0.



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The meeting recessed into executive session at 8:50 p.m.

MEETING ADJOURNED: 9:05 p.m.